



**APPROVED MINUTES OF THE
MEETING OF PETTISTREE PARISH COUNCIL**

13 July 2023 at 7pm in the Parish Room, Pettistree

1. For Cllr Over to sign the Acceptance of Office form

Cllr Over was not present. The council agreed to defer his signing of the form until the next meeting.

2. Present from the Council

Cllrs Jones (Chair); Chilvers; Cook, Hayward and Smith.

In attendance: Cllr Sally Noble (ESC); Simon Ashton (RFO); Andrew Staples (clerk)

3. To consider apologies and approvals for absence

Apologies were received from Cllrs Clarke and Over. The council approved both absences.

4. Members of the public are invited to make comments on items on the agenda or raise issues for consideration at future meetings

No members of the public attended.

5. To receive any changes to members' interests

No changes to members' interests were received.

6. To receive any declaration of interest in relation to items on the agenda

Cllr Smith declared an interest on agenda item 14.

7. To approve the minutes of the meeting held on 15 June 2023

The minutes were approved and signed as a true and accurate record.



8. Matters arising

The post on which the blind spot mirror is to be installed has been straightened. The mirror has not yet been purchased.

9. To receive reports from Cllrs Alexander Nicoll and Sally Noble

Apologies were received from Cllr Nicoll (SCC).

Cllr Sally Noble (ESC) presented a verbal report to the council covering the following topics: the school uniform scheme; the relaunch of the Katch bus service; the new residential letting scheme to assist with the provision of affordable housing; planning policy; the influence of the new administration on ESC planning; the Community Partnership for Framlingham, Wickham Market and surrounding villages (contact is Sam Kenward); possible uses of CIL money arising from the Hopkins Home development; the poor state of the fabric of the primary school in Wickham Market; the proposed solar park.

10. To confirm Bank Account Balances (£6,083.12 & £12,134.69) (29 June 2023)

The above bank account balances as at 29 June 2023 were noted.

11. To confirm receipt of Bank Account Interest (£25.25) (5 June 2023)

One receipt of £25.25 on 5 June 2023, (bank account interest) was confirmed.

12. To review and approve payments and for the signing of cheques

The following payments were approved and cheques signed: staff salaries (£699.26); staff and office expenses (£151.89); reimbursement for 200 site pegs Re: Java Lodge Spinney to R Hayward & Son (£225.17); SALC training sessions fee for parish clerk (£216.00); SALC councillor basics training session fee (£72.00); SALC internal audit fees (£255.60); defibrillator installation costs payable to Aaron Nobbs Electrical Ltd (£108.00, which will be recovered from Cllr Nicolls Locality Budget).

13. To consider the draft Community Benefit Agreement between BSR (Park Farm Solar Park Ltd) and the council in relation to CIL and review the community minded projects listed in Appendix A of the agreement

The council considered the draft Community Benefit Agreement. It was noted that the list of community minded projects in Appendix A is out of date and would need to be updated before signing. The council decided it would be preferable to sign the agreement closer to the date when any payment would fall due, to ensure the list of projects was up to date.

It was resolved to defer signing the agreement until the project has progressed further.

Action: clerk will email BSR to advise them of the council's decision.

14. To consider and approve the draft invitation to quote for the provision of village green grass cutting and maintenance

Cllr Smith left the room whilst this agenda item was discussed.

The council considered a quote dated 11 July 2023 (cost of £300.00 pa). The quote does not specify how many cuts would occur each season, stating the green would be cut "as necessary." Councillors agreed that the contract should stipulate cutting takes place at least once per month.

It was resolved: that the potential contractor be invited to submit a new quote for monthly grass cutting between April and October; and a further quote should be sought from another contractor.

Action: the clerk will invite a new quote for monthly cutting and contact one other potential contractor to seek a quote.

The council also discussed the status of the green. There is uncertainty over who owns the green and whether it should be registered as a common.

Action: the clerk will make enquiries with SCC about whether the green can be registered as a common and endeavour to establish ownership.

15. To review progress in relation to the village drainage survey proposal and consider how to proceed further

Cllr Smith presented her report highlighting the areas of the village where there are drainage issues. Most of the problems relate to blocked grips, which are usually the responsibility of SCC highways. These can be reported online.

It was resolved there is no need for a professional drainage survey to be carried out. The council agreed that letters should be written to landowners / householders to ask them to remedy any drainage issues arising from their property.

Action: Cllr Smith to prioritise the list of problem areas and responsibilities, and report issues to SCC where Highways are responsible; Cllr Smith to advise the clerk where letters are required to landowners / householders; clerk to draft and send letters; Cllr Smith to provide update at the next meeting.

16. To review progress in relation to the gov.uk email address application and consider how to proceed further



This matter is being dealt with by Cllr Clarke who was not present. This item was deferred until next meeting.

17. To review progress and demonstrate Google Drive for the storage of council documents

Cllr Hayward demonstrated how Google Drive could be used by the council to store and share documents.

It was resolved that Google Drive should be trialled by sharing the papers for the next meeting.

18. To consider whether an application should be made to Suffolk County Council about Pettistree village signs

After discussion it was resolved that a request should be made to SCC Highways for: a "Pettistree" sign on the B1438 at the parish boundary with Ufford; a "Pettistree please drive carefully" sign on entry to Rogues Lane from the B1438; and a "Pettistree please drive carefully" sign on Java Lodge Road near the junction with the B1438.

Action: clerk to contact SCC head of Highways and copy to Cllr Nicoll.

19. To consider a survey of parishioners to canvas options on how to spend CIL monies

Cllr Hayward presented a draft survey form. The council discussed the contents of the survey and the suggested examples of projects that CIL monies might be spent on.

It was resolved that the survey should be distributed to every household in the village. A loose-leaf paper copy shall be inserted into the edition of Pettistree People issued in September, and villagers invited to return completed surveys via Cllr Jones' letterbox. The printing of the survey forms will be shared by the councillors using their own printing facilities and without incurring cost to the council.

Action: Cllr Hayward will make the discussed changes to the survey form and liaise with the other councillors to organise the printing of the amended form; the form will be inserted into the September issue of Pettistree People. Cllr Hayward will review the responses and report back at a subsequent council meeting.

20. To consider a request to Suffolk County Council for a review of the speed limit in Rogues Lane (extending the 30mph limit to Main Road B1438)



It was resolved that a request should be made to SCC Highways to reduce the speed limits on both Rogues Lane (between the village and the junction with the B1438) and Walnut Lane from 60mph to 20mph.

Action: clerk to contact SCC head of Highways and copy to Cllr Nicoll.

21. To decide whether the council should seek affiliation to the East Suffolk Planning Alliance

Following discussion, it was resolved to seek affiliation to the East Suffolk Planning Alliance.

Action: Cllr Jones will contact the East Suffolk Planning Alliance and discuss attendance at these meetings with Cllr Over.

22. To consider planning application(s)

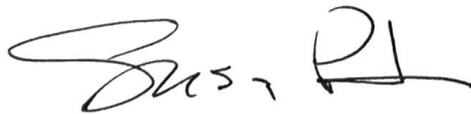
- a. **To note planning application DC/23/2414/DRC (discharge of condition No. 5 of DC/22/3150/LBC listed building consent for extension and alterations of existing dwelling at The Laurels, The Street, Pettistree, Woodbridge, Suffolk, IP13 0HU.**

<https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=RWK08MQXLCV00>

The application was noted. The council has not been invited by ESC to comment on this application.

23. To confirm dates of future meetings

The next meeting is on 14 September 2023 at 7pm in the Parish Room. Subsequent meeting dates were confirmed for 9 November 2023 and 11 January 2024 at 7pm.



Signed.....

Chair, Susan P Jones

14 September 2023